

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES**

February 22, 2013

College of Nursing & Allied Health. Tower Hall, Room 105

| TOPIC | DISCUSSION/CONCLUSIONS/RECOMMENDATIONS | ACTIONS | FOLLOW-UP |
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| PRESENT: | Vivian Branchick, President Isabel Milan, Vice President Nancy Miller, Secretary Minor Anderson Thomas Berne, MD James Doughty, RN Rosa Maria Hernandez Tonia Jones, RN Ernest Moreno Irene Recendez, RN | GUESTS: Maria Caballero, RN Doris DeHart, RN Maryam Ibrahim, RN Meg Hamabe, Alumni Association President | |
| EXCUSED/ ABSENT: | Margaret Lee | | |
| CALL TO ORDER & INTRODUCTIONS | V. Branchick called the meeting to order. | | |
| APPROVAL OF MINUTES | Minutes of November 16, 2012. 1. Approved as written | Post on website. | N. Miller |
| MINUTES FOLLOW-UP | <ol style="list-style-type: none"> <u>Minutes of August 24, 2012</u> – Posted on website. <u>2013 Meeting Schedule</u> – Distributed in meeting materials and e-mailed to members. Includes correct November 22nd meeting date. <u>Fiscal Year 2013-2014 Budget Request</u> – Request to fund technologic resources: server, scanner, and survey generation site licenses was approved. Many thanks to V. Branchick and M. Lee for their intervention on behalf of the College. Approval of server funding canceled pending Medical Center establishment of virtual server. <u>Pre-entrance Examination Fee</u> – SON Fee Schedule updated to reflect Board approved increase in fee for Test of Essential Academic Skills, Version V (TEAS, V). <u>College policy #803: Satisfactory Academic Progress</u> – approved policy distributed and posted. <u>College policy #830: Student Grievance</u> – Removed reference to applicant grievance per Board recommendation. Approved policy distributed and posted. <u>Board policy #120: Meetings</u> – Added Board recommended reference. Approved policy distributed and posted. <u>Board policy #510: New Member Orientation</u> – Typo corrected. Approved policy distributed and posted. All other follow-up actions are included on the agenda for this meeting. | <ol style="list-style-type: none"> Information Information Information Information Information Information Information Information Information | <ol style="list-style-type: none"> None None None None None None None None None |
| ANNOUNCEMENTS | <ol style="list-style-type: none"> <u>Educational Resource Center (ERC): Library eBook Collection</u> – D. Wagner, ERC Director, researched and selected a small electronic book collection of 1 copy each of 44 titles. Books cover a variety of content in support of both the SON curriculum and Medical Center nurses (ICU books). The collection belongs to the College, does not require information technology support, and incurs no renewal fees or site license. The books are accessed through our CINAHL electronic database site. D. Wagner sent a letter to all College faculty informing them of the collection and how to access it. She will do the same for the students in the March monthly newsletter. Members discussed cost of text books and SON faculty procedure and process for selecting text books. <u>Building 20 (Old Pediatric Clinic) Space Allocation</u> – The College was notified this week that it | <ol style="list-style-type: none"> Information Report status at next meeting | <ol style="list-style-type: none"> None D. DeHart |

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| | <p>must vacate the space on the 2nd floor of Building 20, which currently houses 2 large classrooms, 5 faculty members, the College Staff Assistant, office equipment/supplies, and the Alumni Association records and historic materials. The space has been reallocated for the team designing the new DHS Electronic Health Record (EHR) system, which must be implemented by May 2012. It is expected that approximately 125 people be occupying the space and renovations will begin immediately. Medical Center Facilities management will assist with finding new space for the displaced occupants and materials.</p> <p>Members expressed concern with the short notice, and manner of notification, and stressed the importance of finding adequate replacement space. D. DeHart is working with Facilities Management to identify possible space on campus. Members were also concerned about parking, especially for the patients who come to clinics located on the campus. It will be recommended that the new EHR employees park in Lot 10, which is the lot used by the students.</p> <p>3. <u>Group Picture</u> – V. Kieng, College Information Officer took several pictures of the Board members, which will be posted on the College website.</p> | 3. Information | 3. None |
| PUBLIC COMMENT | 1. No members of the public present. | 1. Information | 1. None |
| OLD BUSINESS | | | |
| ACCJC/WASC ACCREDITATION | <p>1. <u>2013 Self Evaluation and Site Visit</u> – The next ACCJC College Self Evaluation and Accreditation Site Visit are scheduled for March 4-7, 2013.</p> <p>a Accreditation Visit Preparation Timeline – Updated time line distributed and reviewed. Major accomplishments since last report include:</p> <ol style="list-style-type: none"> 1) Self Evaluation Report – signed by Board officers, distributed to Board members, faculty, and staff, and unanimously approved. The report was mailed to the Commission and received on 12/17/12. Many thanks to T. Jones for her thorough and thoughtful edits. 2) Preliminary meeting with Visit Team Chair and Assistant Chair – held on 1/30/13 to discuss Visit Team schedule, logistics, and identify Visit Team housing. Visitors met initially with N. Miller, M. Caballero, and M. Ibrahim; followed by meeting with all available Steering and Standards Committee Chairs and CoChairs. 3) Campus beautification, including painting and window washing, is in progress. 4) Intranet access will be available once Visit Team is on site. 5) Document assembly is pending Visit Team requests. <p>b Visit Team Members – roster distributed and reviewed.</p> <p>c Visit Team Meeting with Board Members – meeting is scheduled for 3/6/13 (Wednesday) at 2 PM. M. Caballero will confirm location. Board members who volunteered to participate in the meeting include V. Branchick, I. Milan, E. Moreno, M. Lee, and T. Berne. Exit meeting is tentatively scheduled for 3/7/13 (Thursday) at 1:30 PM.</p> <p>d Accreditation Site Visit Preparation – Possible questions and answers mailed to members 2/13/13 and distributed at this meeting. Key points related to each of the standards reviewed with the focus on Standard IV: Leadership and Governance. B. Board and Administrative Organization.</p> | <p>1. Information</p> <p>a. Information</p> <p>b. Information</p> <p>c. Confirm Visit Team meeting location</p> <p>d. Information</p> | <p>1. None</p> <p>a None</p> <p>b None</p> <p>c M. Caballero</p> <p>d None</p> |

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| | <p>e Post Visit – The Visit Team's preliminary report will be sent to the College approximately six weeks after the visit for correction of inaccuracies of fact. The Accrediting Commission will review and vote on the Visit Team recommendations at their June meeting. The College should receive the accreditation status letter by the end of July.</p> <p>2. Board of Registered Nursing (BRN) Self Study and Site Visit – M. Ibrahim reported:</p> <p>a BRN Site Visit – scheduled for April 8th-10th, 2013. One Nurse Education Consultant (NEC), Shelley Ward, confirmed, second NEC to be confirmed</p> <p>b School of Nursing (SON) Self Study – sent to Board members, faculty, and staff 12/10/12. Final version including addenda sent to the BRN 1/14/13.</p> <p>c Meeting schedule – pending. Schedule will include meetings with administration, faculty, and students and clinical site visits.</p> <p>d Compilation of required evidence of compliance – is in progress.</p> <p>3. <u>Research/Program Review/Planning</u> –</p> <p>a College Climate Survey Findings – Carry over</p> <p>4. <u>Information Technology (IT) Support and College Information Systems</u></p> <p>a <u>Student Information Data Base</u> – M. Caballero reported that the Medical Center has encumbered the funds for the data base. The contract is currently with DHS Internal Services Division (ISD) for signature. There will be no increase in cost if the contract is signed by 3/5/13. The current delay seems to related to communication problems between Medical Center Supply Chain Operations and ISD. V. Branchick stated that she will intervene as needed.</p> <p>b <u>Information Systems/Website</u> – M. Ibrahim reported that V. Kieng is representing the College in regards to upcoming migration of the intranet website to the new SharePoint. He conducted an assessment of all College computer equipment in collaboration with LAC+USC IT and found many are outdated.</p> <p>5. <u>Allied Health</u> – D. DeHart reported that Margaret Nazarey has been assigned to the College as the Director of Allied Health Continuing Education. Her curriculum vitae was distributed and reviewed. Ms Nazarey is currently completing orientation and preparing for the upcoming accreditation site visit. She is developing short term goals. Her immediate focus will be on assessing the Certified Medical Assistant program for alternative teaching/funding sources. Members discussed the history of this position, including V. Branchick's efforts towards successfully obtaining the position, the previous difficulties with hiring a qualified candidate, and the importance of maintaining the division. The position has been vacant for seven years and Ms Nazarey appears to be a good fit for the job.</p> | <p>2. Information</p> <p>3. Carry over</p> <p>4. .</p> <p>a. Notify V. Branchick if intervention is needed</p> <p>b. Information</p> <p>5. Information</p> | <p>2. None</p> <p>3. M. Ibrahim</p> <p>4. M. Caballero</p> <p>5. None</p> |
| DIVISIONAL REPORTS | <p>1. <u>Financial Aid</u> – D. DeHart, Assistant Director of the College and Financial Aid Administrator provided an overview of the financial aid support services and reviewed:</p> <p>a Cohort Default Rate (CDR) – was 1.3% for 2010 and has remained at or below 1.3% for the</p> | <p>1. Information</p> | <p>1. None</p> |

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| | <p>previous 5 years, with the exception of 2008 at 6.5%. The threshold for action that results in sanctions is a CDR of 25% or higher. Factors impacting the 2008 increase were also reviewed and include the Medical Center hiring freeze, which reflected the national, state, and local economic/budgetary situation.</p> <ul style="list-style-type: none"> b Tuition Agreement Contract (TAC) – hiring remains low. c Student Satisfaction Ratings – remain high. The majority of students (>97%) agreed that they received adequate information about financial aid eligibility and were informed about available financial aid programs. <p>Members reviewed possible methods for DHS prioritizing hiring of SON graduates. Suggestions included creating a Student Nurse Worker (SNW), College of Nursing item, reactivating the previously used and successful SNW I and II items, and granting hiring points for College of Nursing graduates.</p> <p>2. <u>Administrative and Student Services</u> – Report not available. M. Caballero, Dean of Administrative and Student Services will provide a written copy of the Office of Educational Services program evaluation report.</p> | <p>2. Forward report to N. Miller to forward to the Board</p> | <p>2. M. Caballero and N. Miller</p> |
| NCLEX-RN PASS RATE | <p>Reported in May and November.</p> | <p>Report again in May 2013.</p> | <p>N. Miller</p> |
| RECRUITMENT STATUS | <p>1. <u>School of Nursing Spring 2013 Student Demographics</u> – M. Caballero reported that.</p> <ul style="list-style-type: none"> a Applicant Pool <ul style="list-style-type: none"> 1) Applications – 500-700 were received. Only applicants with complete files and who met realistic eligibility criteria were processed and invited to take the pre-entrance screening (TEAS-V) examination 2) Files were reviewed for 166 qualified applicants who successfully completed all pre-entrance requirements. 3) Point System was implemented. Maximum possible points: 93. 78 points was the initial cutoff score for LAC+USC Medical Center clinical groups, subsequent cutoff was 76. Olive View Medical Center clinical group cutoff score was 73. b New Enrollment <ul style="list-style-type: none"> 1) Acceptance letters were initially sent to 69 eligible applicants for 50 slots. 44 students enrolled. <ul style="list-style-type: none"> (a) Capacity yield: 86% (43/50). Target is 90% of capacity (b) Enrollment yield: 63% (43/69) 2) Age range: 20 to 49 years. Total student body 21-59, average of 30 years. 3) Highest education: <ul style="list-style-type: none"> (a) GED/HS: 48% (b) AA: 16% (c) BA/BS: 43% (d) MA: 2% 4) Majority had GPA in 3 science courses: Anatomy, Physiology, and Microbiology of 3.25 or higher. Minimum admission requirement: 2.5 | <p>1. Information</p> | <p>1. None</p> |

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| | <p>60 students attended the November 2012 pre orientation, but only 44 new students came to registration in January. The other community college nursing programs notify applicants of acceptance in December and classes start in February. Applicants who were also accepted in these programs may have selected them over the College due to location (closer to home) and cost issues. M. Caballero plans to start the student processing (livescan, health exam) earlier so that waiting list students can be brought in as space is available</p> <p>a Summary Spring 2013 Demographic data:</p> <table><tr><th>Demographics</th><th>SON Student Body (199)</th><th>SON New Students (44)</th><th>LA County Population</th><th>State RN Programs</th><th>National RN Programs</th></tr><tr><td>Female</td><td>80%</td><td>75%</td><td>50%</td><td>83%</td><td>87%</td></tr><tr><td>Male</td><td>20%</td><td>25%</td><td>50%</td><td>17%</td><td>13%</td></tr><tr><td colspan="6">Ethnicity</td></tr><tr><td>Minorities</td><td>74%</td><td>75%</td><td>72%</td><td>54%</td><td>18%</td></tr><tr><td>Caucasian</td><td>26%</td><td>23%</td><td>28%</td><td></td><td></td></tr><tr><td>Black</td><td>4%</td><td>5%</td><td>9%</td><td></td><td></td></tr><tr><td>Hispanic</td><td>36%</td><td>39%</td><td>48%</td><td></td><td></td></tr><tr><td>Native American</td><td>1%</td><td>0%</td><td><1%</td><td></td><td></td></tr><tr><td>Asian</td><td>20%</td><td>23%</td><td rowspan="2">14%</td><td></td><td></td></tr><tr><td>Filipino</td><td>12%</td><td>9%</td><td></td><td></td></tr><tr><td>Other/2 or more races</td><td>2%</td><td>2%</td><td></td><td></td><td></td></tr></table> <p>2. <u>DHS Hiring Process</u> – Reported in May and November.</p> | Demographics | SON Student Body (199) | SON New Students (44) | LA County Population | State RN Programs | National RN Programs | Female | 80% | 75% | 50% | 83% | 87% | Male | 20% | 25% | 50% | 17% | 13% | Ethnicity | | | | | | Minorities | 74% | 75% | 72% | 54% | 18% | Caucasian | 26% | 23% | 28% | | | Black | 4% | 5% | 9% | | | Hispanic | 36% | 39% | 48% | | | Native American | 1% | 0% | <1% | | | Asian | 20% | 23% | 14% | | | Filipino | 12% | 9% | | | Other/2 or more races | 2% | 2% | | | | 2. Report again in May 2013. | 2. N. Miller |
| Demographics | SON Student Body (199) | SON New Students (44) | LA County Population | State RN Programs | National RN Programs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Female | 80% | 75% | 50% | 83% | 87% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Male | 20% | 25% | 50% | 17% | 13% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ethnicity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minorities | 74% | 75% | 72% | 54% | 18% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caucasian | 26% | 23% | 28% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Black | 4% | 5% | 9% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hispanic | 36% | 39% | 48% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Native American | 1% | 0% | <1% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Asian | 20% | 23% | 14% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Filipino | 12% | 9% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other/2 or more races | 2% | 2% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NEW BUSINESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| POLICY #300: AWARD OF ACADEMIC CREDIT | College policy #300: Award of Academic Credit – College Administration formalized the policy to reflect College practice and forwarded faculty and staff for review and comment. College Planning Committee recommended approval. Draft forwarded to the Board members on 2/13/13 for discussion and approval vote at this meeting. | Approved with correction of typos. Forward to members, faculty, and staff, and post on Internet and intranet. | N. Miller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FISCAL YEAR 2010-2015 STRATEGIC PLAN EVALUATION | Fiscal Year 2010-2015 Strategic Plan – The 2012 evaluation of progress towards meeting long term goals, objectives, and strategies was mailed to members 2/13/13 for discussion and approval vote at this meeting. Members recommended that empty cells should include some statement about progress/status. | Approved with changes. Revise policy, forward to members, faculty, and staff, and post on Internet and intranet. | N. Miller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STATEMENT OF EXPENDITURES AND REVENUES | Medical Center Expenditure Management division's 1) Statement of Expenditures and Revenues for FY 2011-2012 and 2) Key Performance Indicator Summary and Detail Reports distributed and discussed. Salaries and employee benefits account for 95% of expenditures. | Information | N. Miller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| OFF AGENDA ITEMS | <p>Maud J. Robinson Trust Account – D. DeHart reported apparent misappropriations of funds by the fund's trustee, which were intended for student scholarships. The College is currently requesting County Counsel legal assistance as deemed appropriate to assist with the voluntary transition of trustee succession from the current trustee to the County of Los Angeles.</p> <p>The Maud J. Robinson Trust of \$600,000 was established for the benefit of LA County School of Nursing students. Interest proceeds from the non-county Trust's investments were to be disbursed annually, in a check sent by the trustee, to the College for student scholarships.</p> <p>Approximately \$128,000 had been used, leaving the investment account at about \$518,000.</p> <p>The trustee is willing to petition the estate courts to transfer the trustee status to the County of LA to hold in perpetuity. This would be the same as the 2 other trust scholarships the County holds for students and would require action on the part of County to accept.</p> | Request County Counsel assistance | V. Branchick |
| NEXT MEETING | <p>May 24, 2013 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105</p> | N. Miller will forward agenda and minutes to members prior to meeting. | N. Miller |

Approved by: (Signature on file)
Vivian Branchick

Prepared by: (Signature on file)
Nancy Miller